



# Educational Topic

## Project Manager

### Related Job Titles:

Project Lead, Technical Lead, Principal Investigator

### Job Description:

Project managers plan, organize and lead research, development, design and computer activities. Project managers lead other people by dividing tasks, making a schedule, reviewing and assessing their work. They come up with a detailed plan of how to reach the goals of a project and estimate the cost of the project. They present ideas and projects to top management for approval or for funding. Project managers spend most of their time in an office and in meetings. Sometimes they have pressure to meet deadlines.

### Interests / Abilities:

- Do you manage your time well?
- Are you good at making decisions?
- Are you organized?
- Are you good at leading and persuading people?
- Do you get along well with others?
- Do you express yourself clearly when speaking?
- Are you good at inspiring or motivating others?

### Suggested School Subjects / Courses:

- Science, **engineering** or computer science
- Math
- Speech
- Leadership

### Education / Training Needed:

To be a program manager, experience as an engineer, mathematician, scientist or computer professional is essential to understand and guide the type of work managed. The minimum education required for this position is a bachelor's degree from an accredited college or university. A program manager must know NASA's methods and rules of managing projects and gathering resources. Project managers must also be able to organize many activities happening at one time. Most managers begin as a scientist or engineer and are promoted because of their management skills.

### Areas of expertise:

- *Engineering*: lead people who design and develop equipment, products and processes
- *Science*: lead research and development activities in chemistry, biology, geology, meteorology or physics
- *Computer systems*: lead and plan programming and projects that use computers and coordinate development of computer equipment and software

## Additional Resources:

- **American Management Association**,  
1601 Broadway, New York, NY 10019-7420
- **National Management Association**  
2210 Arbor Blvd. Dayton, OH 45439
- **Jobs with the Federal Government**  
<http://www.usajobs.opm.gov>
- **Student Educational Employment Programs**  
[http://nasajobs.nasa.gov/stud\\_opps/employment/index.htm](http://nasajobs.nasa.gov/stud_opps/employment/index.htm)
- **NASA Jobs**  
<http://nasajobs.nasa.gov/>
- **NASA Summer High School Apprenticeship Research Program (SHARP)**  
<http://www.mtsibase.com/sharp/>

## What can I do right now?

- Join a leadership club or camp.
- Participate in student government or leadership of a club.
- Visit Astro-Venture regularly to participate in chats and activities.  
<http://astroventure.arc.nasa.gov>
- Call the American Association of Science and Technology Centers for information on science museums in your area that you might visit.  
(202) 783-7200
- Participate in science fair projects.
- Research science, **engineering** and computer occupations to decide what area you would like to work in.

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- Please take a moment to evaluate this product at:
  - [http://ehb2.gsfc.nasa.gov/edcats/educational\\_topic](http://ehb2.gsfc.nasa.gov/edcats/educational_topic)
  - Your evaluation and suggestions are vital to continually improving NASA educational materials.
  - Thank you.
- .....



<http://quest.nasa.gov/people/index.html>

Project Manager

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